
Mission

To provide purchasing and contracting services by knowledgeable and professional personnel that procure goods, services, and construction; provide contract administration and the maintenance/disposal of fixed assets; ensure compliance with Florida Statutes and the County Code in all procurement activities.

Business Strategy

The Purchasing and Contracts Division shall procure with integrity, goods, services, and construction within a time frame that meets our customers needs and at the best value. The Purchasing and Contracts Division functions include processing requisitions; Purchasing Card Program administration; receiving competitive prices through quotes, bids, negotiations, and proposals, issuing purchasing orders, change orders, work orders and contracts that total over \$113 million dollars which are within budgeted funds; and assisting in the management of contracts from initiation through final Board approval to the expiration of the contracts. The Purchasing and Contracts Division manages over 9,800 fixed (personal) assets.

Award Winning Service for 2002/2003:

Recipient of the "Outstanding Agency Accreditation Achievement Award" from National Institute of Governmental Purchasing (NIGP), "Achievement of Excellence in Procurement Award" from the National Purchasing Institute (NPI) and "Award for Excellence in Public Procurement" from the Florida Association of Public Purchasing Officers, Inc. (FAPPO).

Objectives

Ensure Countywide compliance of the Purchasing code and procedures, while maintaining an effective operation of the procurement, fixed assets, and contract processes.

Provide innovative purchasing solutions, while maintaining customer satisfaction and achieving management's objectives in the purchasing, fixed assets, and contracting process. Continue to achieve cost savings by using the competitive process and through negotiations.

Utilize new technological and procurement trends, and provide the necessary education for certification. Advance toward a complete e-procurement solution with successful implementation of the integrated financial software project.

Administer the Purchasing Card Program, and conduct compliance checks. Develop term contracts that can be utilized by various departments and other governmental agencies.

Performance Measures

	FY 01/02 Actual	FY 02/03 Estimated	FY 03/04 Projection	FY 04/05 Projection
Number of construction contracts issued for over \$50,000	28	30	32	35
Percentage of satisfied customers	98%	98%	99%	99%
Total cost avoidance realized	\$20,250,030	\$21,000,000	\$22,000,000	\$23,000,000
Number of fixed assets tagged	9,814	10,150	10,200	10,400
Number of purchase orders processed	2,037	2,200	2,200	2,250
Number of purchase card transactions	10,723	11,000	11,500	12,000
RFPs, Master Agreements, term contracts and miscellaneous contracts	151	165	175	185
Total value of all transactions	\$113,640,066	\$119,100,000	\$120,000,000	\$125,000,000

Department:	FISCAL SERVICES	Seminole County
Division:	PURCHASING AND CONTRACTS	FY 2003/04
Section:		FY 2004/05

	2001/02 Actual Expenditures	2002/03 Adopted Budget	2003/04 Adopted Budget	Percent Change 2003/04 Budget over 2002/03 Budget	2004/05 Approved Budget	Percent Change 2004/05 Budget over 2003/04 Budget
EXPENDITURES:						
Personal Services	594,359	635,657	693,331	9.1%	724,911	4.6%
Operating Services	61,056	75,380	66,010	-12.4%	79,250	20.1%
Capital Outlay	0	0	0		0	
Debt Service	0	0	0		0	
Grants and Aid	0	0	0		0	
Reserves/Transfers	0	0	0		0	
Subtotal Operating	655,415	711,037	759,341	6.8%	804,161	5.9%
Capital Improvements	0	0	0		0	
TOTAL EXPENDITURES	655,415	711,037	759,341	6.8%	804,161	5.9%
FUNDING SOURCE(S)						
General Fund	655,415	711,037	759,341	6.8%	804,161	5.9%
TOTAL FUNDING SOURCE(S)	655,415	711,037	759,341	6.8%	804,161	5.9%
Full Time Positions	12	12	12		12	
Part-Time Positions	0	0	0		0	
New Programs and Highlights for Fiscal Year 2003/04						
New Programs and Highlights for Fiscal Year 2004/05						
Capital Improvements	2003-04	2004-05	2005-06	2006-07	2007-08	
Total Project Cost	0	0	0	0	0	
Total Operating Impact	0	0	0	0	0	